

VACANCY ANNOUNCEMENT

United States Department of State

An Equal Opportunity Employer

Announcement No: STS-02-01

Opening Date: June 3, 2002

Closing Date: December 28, 2002

Position Title: FOREIGN SERVICE SECURITY TECHNICAL SPECIALIST

Grade and Starting Salary Range:

FP-06 \$34,776-\$46,736 per annum

[Amendment to the announcement](#)

Additional Benefits:

Tax-Free Housing overseas; Locality Pay for domestic assignments; Tax-Free Educational Allowance for eligible dependents, etc. (See "Benefits Package" brochure for more information.)

Number of Vacancies:

The Department of State is developing a rank-order List of Eligible Hires to fill a limited number of Foreign Service Security Technical Specialist (STS) vacancies. The specific number to be hired will depend on the needs of the Foreign Service.

Area of Consideration:

All Sources

Location:

Initial assignment will be to Foreign Service posts throughout the world where Security Technical Specialists are assigned, Department of State facilities in the Washington, DC area, or Fort Lauderdale, Florida. Initial orientation and training will be conducted in the Washington, DC area.

DESCRIPTION OF DUTIES

Foreign Service Security Technical Specialists (STSs) are support personnel within the Bureau of Diplomatic Security who assist in worldwide technical security programs. These programs provide protection for Department of State facilities and personnel from technical espionage, acts of terrorism, and crime. In this protection effort, sophisticated electronic and electromechanical security systems are used throughout the world, which include: intrusion detection systems (IDS), closed-circuit television (CCTV) systems, vehicular and pedestrian access control systems, metal detectors, and explosive detection systems. STS personnel report to Security Engineering Officers (SEOs) who provide overall program management on technical security matters Department-wide. The mission of STS personnel is accomplished through the performance of some or all of the following functions or tasks:

- Corrective maintenance and repair of technical security systems
- Preventative maintenance of technical security systems
- Verification-of-operation tests of technical security systems
- Use of sophisticated electronic test equipment: oscilloscopes, spectrum analyzers, etc.
- Bench repair to the component level of defective technical security system equipment
- Equipment Logistics – shipping, receiving, Bill-of-Materials (BOM) preparation
- Equipment Inventory – tracking, spare parts, ordering
- Organizing workshop, shop tools, equipment, parts, and supplies
- Installing technical security system equipment and components
- Travel to overseas embassies and consulates
- Assisting Security Engineering Officers with surveys, system specifications, and installations
- Working with host country personnel (local nationals) when required
- Testing new-generation technical security equipment
- Assisting in technical aspects of criminal investigations
- Assisting in the technical security support rendered to the Secretary of State

In the execution of any of these duties and tasks, STS personnel may frequently be required to:

- Work in confined areas such as crawlspaces, attics, utility pits, tunnels, manholes, and other confined spaces
- Work from heights to include rooftops, ledges, bucket trucks, scaffolding, and extension ladders
- Perform manual installation operations to include hammer drilling, core drilling, pulling wire, running conduit, and terminating cable
- Move heavy objects (hundreds of pounds) such as crates, building materials, motor-generators
- Travel and work in hostile environments such as war zones, areas of civil and political strife, and in regions of the world having extreme climates

I. A CAREER IN THE FOREIGN SERVICE

The Department of State is seeking Foreign Service Technical Security Specialists serve at U.S. embassies and consulates worldwide. Candidates must agree not only to serve at any U.S. diplomatic or consular post abroad, but also at domestic locations such as the Department of State in Washington, DC, and the Florida Regional Center in Fort Lauderdale, Florida.

The Foreign Service is more than a job - it's a career. As a member of a diplomatic team, you will not only help to accomplish the mission of the Department of State, but you will also be a representative of your country to the people of other nations. A career in the Foreign Service involves uncommon commitments and occasional hardships, as well as unique rewards and opportunities. A decision to enter this career involves unusual motivation, a firm dedication to public service, and a clear understanding of the high level of travel required.

Many overseas posts are in small or remote countries where harsh climates, health hazards, and other discomforts exist, and where American-style amenities frequently are unavailable. Travel to and from some locations may involve hardships and oftentimes personal inconvenience. However, careers in the Foreign Service offer special rewards, including the pride and satisfaction of representing the United States and protecting US interests abroad.

The Foreign Service strives to maintain diversity in the representation of gender, geographic regions, race, and ethnicity.

II. FOREIGN SERVICE SELECTION PROCESS

The Foreign Service selection process is lengthy, multi-staged, and due to the limited number of appointments available, highly competitive. It commences upon receipt of the candidate's application materials and will continue until the candidate is placed on a list of eligible candidates (a process which can take as long as a year) or is determined to be less competitive than other applicants, in which case the candidacy is terminated.

INITIAL REVIEW

A completed application package contains the materials listed in Section V of this Vacancy Announcement. Materials submitted become the property of the Department of State and will not be returned. **An application may be terminated whenever any materials do not meet the eligibility requirements for employment in the Foreign Service.**

III. THE SECURITY TECHNICAL SPECIALIST CAREER

Foreign Service Security Technical Specialists not only are assigned to embassies and consulates abroad, but also to the Department of State in Washington, DC, and the Florida Regional Center in Fort Lauderdale, FL. New Security Technical Specialists are normally assigned to one of the Engineering Services Centers (ESCs) located at various embassies and consulates throughout the world. Future assignments are made in consultation with the employee, taking into consideration the needs of the Department, the particular interests/skills of the employee, career development requirements, family circumstances, and individual preferences.

These ESCs are regional technical security support centers that coordinate the technical security programs of the various U.S. embassies and consulates located in nearby countries. The personnel at an ESC consist of Security Engineering Officers, Security Technical Specialists, US Navy Seabees, and administrative support staff. STS personnel are assigned to a team led by an SEO and are given specific duties and responsibilities. In the performance of their duties, STS personnel may be required to travel from their normal duty station up to 50% of the time. Generally, this temporary duty travel lasts 5-10 days, with some trips occasionally lasting up to 6-8 weeks.

During domestic assignments, STS personnel continue in their support role in the technical security field through involvement in worldwide programs involving logistics, equipment maintenance, Secretary of State support, and overseas operations. In addition, STS personnel assist in technical security support to the U.S. Mission to the United Nations in New York, and to the various regional Diplomatic Security Service field offices located throughout the United States. A domestic assignment may also involve some periods of overseas travel.

Prior to their initial assignment, which is normally a two-year tour of duty, each new Security Technical Specialist will complete several months of specialized training. Follow-on assignments will also include any needed training.

INITIAL CAREER DEVELOPMENT ASSIGNMENTS

Domestic Assignments - A Security Technical Specialist assigned to a domestic position will be a team member of a group dedicated to a functional area within the Bureau of Diplomatic Security. Functional areas include:

- Domestic Technical Security
- Systems Development and Evaluations
- Secretary of State Support
- Criminal Investigations Support
- Overseas Support

Overseas Assignments - A Security Technical Specialist assigned to an overseas position will serve as a security technician at any of the Engineering Services Offices or Engineering Services Centers located at U.S. diplomatic or consular posts around the world. While working at Foreign Service posts, Security Technical Specialists are supervised by Security Engineering Officers and perform some or all of the duties described earlier.

Both overseas and domestic assignments may require frequent travel and some long-term temporary duty.

INITIAL SALARY AND SALARY INCREASES

Initial base salary upon appointment will be within the FP-06 pay grade. The specific step within this grade depends on experience level and salary history, and will be determined at the time of a conditional offer of employment. The entry-level salary for Federal civilian employees will be set at the rate, within the Foreign Service FP-06 grade, that is nearest to their previous base salary, provided the work performed in their previous position is relevant to the activities of a Foreign Service Technical Security Specialist.

GRADE	SALARY RANGE	EDUCATION	REQUIRED SPECIALIZED EXPERIENCE (YEARS)
FP-06	\$34,776 - \$46,736	High School Diploma	3

STS personnel will be administratively (i.e., non-competitively) promoted to the FP-05 level after one year of satisfactory performance, and to the FP-04 level after an additional 18 months of satisfactory performance. Security Technical Specialists are considered for further promotion annually in competition with others in their specialty. Positions of increasingly higher responsibility are achieved as a result of successfully competing for promotions which are earned through quality performance.

IV. QUALIFICATIONS AND REQUIREMENTS

In addition to the general requirements for employment in the Foreign Service explained further in the supplemental brochure, "Information and Benefits for Foreign Service Specialists," each applicant must possess the required specialized experience as outlined below. Applicants must also possess a high school diploma or equivalent, and hold a valid driver's license. Each applicant must pass an oral assessment examination. This examination will be conducted following successful completion of the initial review stage and the qualifications evaluations review process. Only the competitive candidates will be invited to take the oral assessment examination.

Applicants will be advised of the specific examination dates and location of the place where the entire process will be administered. Travel to and from the examination site will be at the expense of the candidates. On the examination date selected, the candidate must personally appear and competitively pass the qualifications evaluations review process. Applicants will be afforded 70 minutes to complete the qualifications evaluations review process. The competitive applicants will be invited to participate in an oral assessment examination.

Applicants who are competitive in the qualifications review process and the oral assessment examination will be placed on the Eligibility to Hire List for the Security Technical Specialist position. Before a candidate is hired he/she must undergo a thorough background investigation to determine eligibility for a security clearance. A thorough medical examination to determine eligibility for a medical clearance is also required. Prior to appointment, a candidate must be determined to be suitable for Foreign Service employment by a Final Review Panel.

DESIRED EDUCATIONAL EXPERIENCE:

- An associate's degree in any electronics specialty

- Vocational or military training in any electronics specialty
- Formal job-related classroom training, equipment manufacturers' schools, etc.

REQUIRED SPECIALIZED EXPERIENCE:

Applicants for this position must have a demonstrated ability to troubleshoot and repair electronic, electrical, and/or electromechanical systems and equipment, evidenced by work experience in this discipline for three years or more.

DESIRED SPECIALIZED EXPERIENCE:

Desired areas of expertise include the following:

- Reading, interpreting, and drawing electrical, electronic, and electromechanical schematic diagrams
- Reading and interpreting building plans (blueprints)
- AC power distribution systems, motor-generators
- Motors, motor controls, disconnects, relays
- Low voltage DC electronic systems
- Low voltage DC electromechanical systems
- Heating, ventilation, and air conditioning systems
- Use, repair, and/or calibration of electronic test equipment - meters, oscilloscopes
- Bench repair of electronic, electrical, and electromechanical equipment to the component level
- Mechanical and electromechanical locking systems - electronic strikes, locks
- Pedestrian and vehicular access control systems - door controls, vehicle barriers/arrest
- Closed-circuit television systems (CCTV) systems - monitors, cameras, switchers
- Metal detectors – hand held, walk through
- Radio communications systems, voice and digital communications networks
- Intrusion Detection Systems - alarms, detectors, sensors
- Public Address Systems - emergency notification systems, intercoms

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

Applicants may substitute educational achievements for specialized experience. Each time period of related formal academic, technical, vocational, or trades school may be substituted for the equivalent time period of specialized experience up to a maximum of two years.

SUPPLEMENTARY QUESTIONNAIRE

Purpose: The purpose of the Supplementary Questionnaire is to allow the applicant an opportunity to describe personal experiences and achievements that relate to the skills needed to accomplish the duties and tasks performed by STS personnel. In addition, responses to the Supplementary Questionnaire are used to further evaluate the applicant's overall qualifications.

Instructions: Individually address each of the items listed below. Responses must be typed, double-spaced, and should be limited to 200 words or less for each item. Examples can be drawn from any part of the applicant's experience, but must reflect the applicant's personal accomplishments. Responses should be composed carefully. One of the skills needed by a Security Technical Specialist is the ability to write clearly and concisely.

- Personal Interests, Licenses, Certifications, and Volunteer Activities – Discuss any hobbies, volunteer activities, licenses, or certifications that are relevant to the Security Technical Specialist career. Also, indicate any foreign travel experiences, if any, and how this experience relates to a personal desire to live and work abroad.
- Technical Skills – Indicate any training and/or experience in each of the required and desired specialized experience categories. If none, simply state such.
- Interpersonal and Communication Skills – Discuss any personal experiences in writing reports, giving oral presentations, and relating technical things to non-technical people. Also describe personal experiences in working with a group to achieve common goals.
- Organizational Skills – Discuss personal experiences in organization and planning that relate to accomplishing a complex task with a deadline. Examples of this might include a tough troubleshooting success, how a creative solution saved the day, or steps taken to reach a goal.

V. PROCEDURES FOR APPLYING

The following materials are required for a complete application package:

1. The Application for Federal Employment, [DS-1950](#), and Employment Data Form.
2. A completed, signed, and dated [Minimum Qualifications Check Sheet](#) (see attachment)
3. A typed autobiography, double spaced, and no longer than two pages, that discusses:
 - a. Personal background, including interests and hobbies.
 - b. Motivation for joining the Foreign Service.
 - c. Motivation for becoming a Security Technical Specialist
4. The completed Supplementary Questionnaire.
5. If claiming any post-high school educational experience or substituting any educational achievements for specialized experience, an official academic institution transcript supporting that claim is required. A copy may be submitted pending issuance of the official documentation.
6. Certificates of completion of any formal but not degree educational experience that is related to the Security Technical Specialist career.

Submitted materials become the property of the Department of State and will not be returned.

These documents must be submitted together, and addressed to:

US Mail, Overnight or Federal Express deliveries:

US Department of State
Application Evaluation Branch
Attn: Security Technical Specialist (STS 02-01)
2401 E Street, NW., Room H-518
Washington, DC 20522

Please Note: Applications can be faxed to 202-261-8939, but original applications must be received prior to final processing.

Applications received through the Department of State's inter-office mail system, or mailed in Government-franked envelopes, will not be processed.

Executive Branch agencies are barred by 5 US Code 3303 as amended from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to sender. In addition, as mandated by 5 US Code 310, sons and daughters of federal employees cannot be granted preference in competing for these employment opportunities.

The Department of State is committed to equal opportunity and fair and equitable treatment for all without regard to race, color, national origin, sex, religion, age, sexual orientation, disabling condition, political affiliation, marital status, or prior statutory, constitutionally protected activity. The Department provides reasonable accommodation to applicants with disabilities. Applicants requiring reasonable accommodations for any part of the application or hiring process should so advise the Department. All decisions for granting reasonable accommodations are made on a case-by-case basis.

ALL POTENTIAL APPLICANTS ARE STRONGLY URGED TO READ THIS ENTIRE VACANCY ANNOUNCEMENT TO ENSURE THAT THEY MEET ALL OF THE REQUIREMENTS FOR THIS POSITION AND THAT THEY FULLY UNDERSTAND THE SPECIAL CIRCUMSTANCES INVOLVING A CAREER IN THE FOREIGN SERVICE **BEFORE APPLYING.**

AMENDMENT

Announcement No.: STS-02-01
Opening Date: June 3, 2002
Closing Date: December 28, 2002

Position Title: **FOREIGN SERVICE DIPLOMATIC SECURITY TECHNICAL
SPECIALIST**

Starting salary Range: FP-06/4 \$34,776 - \$46,736

Number of Vacancies: The Department of State is developing a Rank-Order List of Eligible Hires to fill a limited number of Foreign Service Security Technical Specialist Officer (STS) vacancies. The specific number to be hired will depend on the needs of the Foreign Service.

Area of Consideration: All Sources

Location: Selected candidates will report to Washington, DC.
All initial assignments will be made in accordance with the needs of the Foreign Service.

Effective Date: December 29, 2002

This amends the closing date of the vacancy announcement.

Closing date December 31, 2003.

AMENDMENT

Minimum Qualifications Check Sheet
Foreign Service Security Technical Specialist Application

Please complete the following by marking yes or no for each question and sign and date the form at the bottom. This checklist will assist with processing your application and must be submitted along with your application forms. If you answer "NO" to any question, you probably do not qualify for the position.

- | | YES | NO |
|---|------------|-----------|
| 1. I am a citizen of the United States. | _____ | _____ |
| 2. I am willing to live and serve anywhere overseas or in the United States. | _____ | _____ |
| 3. I have a high school diploma or equivalent. | _____ | _____ |
| 4. I am at least 20 years old, and younger than 60. I understand that I must be at least 21 years old and not have reached my 60th birthday by the time of appointment. | _____ | _____ |
| 5. I am in compliance with the Selective Service Act or have served in the military. [If applicant is a male and born after December 31, 1959] | _____ | _____ |
| 6. I have a valid US driver's license. | _____ | _____ |
| 7. I have 3 or more years of specialized experience troubleshooting and repairing electronic, electrical, and/or electromechanical systems and equipment | _____ | _____ |
| - OR - | | |
| I have one or more years of actual experience with up to 2 years of applicable education, to equal 3 years or more of experience. | | |
| 8. If offered a position, I understand that I must undergo a background investigation, medical examination, and suitability determination for Foreign Service employment. | _____ | _____ |

9. I understand that I must undergo an intensive training program and that failure to successfully complete all aspects of this training could result in ——— my separation.

Applicant's name (printed): _____

Signature: _____ **Date:** _____

U.S. Department of State
Instructions for Completing Application for Employment

Carefully Read the Following Instructions and the Vacancy Announcement Before You Complete this Application

- THIS APPLICATION IS REQUIRED FOR CERTAIN EMPLOYMENT OPPORTUNITIES IN THE DEPARTMENT OF STATE. TYPE OR PRINT CLEARLY IN BLACK INK. NOTE: Illegible statements on the application form may hinder full consideration of your application. Data on the application form are read by computer. Using care while filling in the form will speed processing of your application. **TYPING IS PREFERRED.** If you plan to type this application, **first fill in the "bubble" fields (items #10, 11, 12, etc.) with black ink.** If you plan to handwrite, print carefully and close letters, following the examples below.

Shade circles like this: 

Not like this:  

Before completing this application, determine from the appropriate office if applications are being accepted for the position in which you have an interest and, if so, obtain a vacancy announcement from that office. In addition to describing the job, the announcement will help you determine if you have the appropriate qualifications and how to present them, advise whether any additional application documents are needed, and explain how to submit the application and any supplemental documents.

You **must submit at least** the following parts of this application (refer to the vacancy announcement for complete instructions on what to submit): one Page 3, one Page 4, and one Page 5. On **each** Page 4 and 5 you submit, enter your Social Security Number and up to the first 18 characters of your last name. You may submit more than one Page 4 depending on the number of experience blocks you need, but only one Page 5.

When completing date (except item # 18- "Date of Diploma/GED" and items #19 & 20 - "Date of Degree"), use the following format: 03-08-1994.

Answer all questions fully and correctly. Otherwise, you may delay the review of your application and exclude yourself from consideration for employment. See the vacancy announcement for the fax number and/or mailing instructions and for any required additional submissions and attachments. You **must** keep a copy of this application with an **original signature**. At some point in the selection process, you may be asked to submit original copies of your application and attachments. If you plan to make copies of your application, we suggest you leave items #9, 24 and 25 blank, so you can use this application for future vacancies. Complete these blank items each time you apply. **YOU MUST SIGN AND DATE, IN INK, EACH COPY YOU SUBMIT.**

SPECIFIC INSTRUCTIONS

Page 3

#5. If applicable, include your apartment number at the end of your street address.

#6, 7. Include area codes for all phone numbers. Use the following format: 202-555-1234.

#12. If you are a male and were born prior to December 31, 1959, you should **NOT** answer item # 12.

#13. DO NOT LEAVE ITEM #13 BLANK. If you do not claim veterans' preference, darken the "No Preference" circle. You **cannot** receive veterans' preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, **unless** you are disabled or retired from the active military Reserve. To receive veterans' preference, your separation from active duty must have been under honorable conditions. This includes honorable and general discharges. A clemency discharge does not meet the requirements of the Veterans' Preference Act. Active duty for training in the military Reserve and National Guard programs is not considered active duty for purposes of veterans' preference.

To qualify for preference, you must meet ONE of the following conditions:

1. Served on active duty anytime between December 7, 1941 and July 1, 1955; (If you were a Reservist called to active duty between February 1, 1955 and July 1, 1955, you must meet condition 2, below.) **or**
2. Served on active duty any part of which was between July 2, 1955 and October 14, 1976 or a Reservist called to active duty between February 1, 1955 and October 14, 1976 **and** who served more than 180 days; **or**
3. Entered on active duty between October 15, 1976 and September 7, 1980 or a Reservist who entered on active duty between October 15, 1976 and October 13, 1982 **and** received a Campaign Badge or Expeditionary Medal or are a disabled veteran; **or**
4. Enlisted in the Armed Forces after September 7, 1980 or entered active duty other than by enlistment on or after October 14, 1982 **and**:
 - a. Completed 24 months of continuous active duty, or the full period called, or ordered to active duty, or were discharged under 10 U.S.C. 1171, or for hardship under 10 U.S.C. 1173, **and** received or were entitled to receive a Campaign Badge or Expeditionary Medal; **or**
 - b. Are a disabled veteran.

If you meet one of the previous four conditions, you qualify for 5-Point Preference. If you want to claim 5-Point Preference and do not meet the requirements for 10-Point Preference, darken the circle next to "5-Point Preference."

U.S. Department of State
Instructions for Completing Application for Employment (Con't)

(Item #13 continued)

If you think you qualify for "10-Point Preference", review the requirements described in Standard Form (SF) 15, Application for 10-Point Veterans' Preference. The SF-15 is available from any Federal Job Information Center. If you claim "10-Point Preference", darken the circle next to "10-Point Preference." The 10-Point Preference groups are:

- Non-Compensably Disabled or Purple Heart Recipient.
- Compensably Disabled (less than 30%).
- Compensably Disabled (30% or more).
- Spouse, Widow(er) or Mother of a deceased or disabled veteran.

To receive "10-Point Preference", you must send in a completed SF-15 with the proof requested in the SF-15.

#16, 17. Darken only one circle per item. For # 16, indicate the highest level of education you have completed. For # 17, darken the circle that most closely indicates your present status.

#18, 19, 20. List the most recently attended schools for each of these items. On Page 5, you have more space to list schools where you received additional degrees or certificates, such as from Vocational/Technical programs. Use the following format for "Date of Diploma/GED" and "Date of Degree": mm-yyyy (e.g. 04-1994). For "Date From" and "Date To" use mm-yyyy (e.g. 04-2000).

#22. Rate your proficiency for speaking and reading languages other than English. Be sure to include the two languages in which you have the highest proficiencies. If you wish to list more than two languages in which you have proficiency, give details in the "Continued Items" area on Page 5. Rate your proficiency using the codes listed below:

Proficiency Code	Speaking Definitions	Reading Definitions
0-No Practical Proficiency	No practical speaking proficiency	No practical reading proficiency
1-Elementary Proficiency	Able to satisfy routing travel needs and minimum courtesy requirements.	Able to read some personal and place names, street signs, office and shop designations, numbers and isolated words and phrases
2-Limited Working Proficiency	Able to satisfy routine social demands and limited work requirements.	Able to read simple prose, in a form equivalent to typescript or printing, on subjects within a familiar context.
3-Minimum Professional Proficiency	Able speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.	Able to read standard newspaper items addressed to the general reader, routine correspondence, reports, and technical materials in the individual's special field.
4-Full Professional Proficiency	Able to use the language fluently and accurately on all levels pertinent to professional needs.	Able to read all styles and forms of the language pertinent to professional needs.
5-Native or Bilingual Proficiency	Equivalent to that of an educated native speaker	Equivalent to that of an educated native.

Pages 4 & 5

Fill in your employment, unemployment, and education activities, **beginning with the present and working backwards 10 years**. Label each experience with a consecutive letter (A, B, C, D, etc.) beginning with the letter "A" in the first "Experience Block". **INCLUDE ALL:** full-time work, part-time work, temporary work, paid work, unpaid work, active military duty, self-employment, periods of unemployment, educational activities (for unpaid activities, leave the salary blocks blank). You may also include any other experience prior to the past 10 years which you feel would be relevant to the position for which you are applying. If you had a significant change of duties or responsibilities while you worked for the same employer, describe each major change as a separate experience. If specific experience continues to the present, darken the circle for "Present" **and do not fill in the "Date To" blocks**.

PRIVACY ACT STATEMENT

Section 1104 of Title 5 of the U.S. Code allows Federal agencies to rate applicants for Federal jobs. We need the information you put on this application form to see how well your education and work skills qualify you for a Federal job. We also need information on matters such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government.

Executive Order 9397 authorizes solicitation of your Social Security Number (SSN) for use as an identifier in personnel records management, thus ensuring proper identification of applicants throughout the selection and employment process. The information we collect by using your SSN will be used for employment purposes and also may be used for studies, statistics, and computer matching to benefit payment files. Furnishing your SSN or any of the other data specified in the vacancy announcement, is voluntary. However, failure to do so may prevent timely processing of your application or may prevent consideration for the vacancy.

Note: If you receive the application form by fax and the four corner boxes are cut off at the top or bottom of any page, please contact the sending office to resend the fax or request a form by mail. The form may not read properly if the boxes are not intact.



U.S. Department of State
Application for Employment

*OMB Approved No. 1400-0007
Expires 10-31-2001
Estimated Burden 30 Minutes

<input type="radio"/> Mr. 1. Name (Last, First, Middle) <input type="radio"/> Mrs. <input type="radio"/> Ms.					
2. Other Names Ever Used (maiden, nicknames, etc.)		3. Date of Birth (mm-dd-yyyy)	4. Social Security Number		
5. Current Address (include apartment number, if any)					
5a. City	5b. State (2 Letters)	5c. ZIP/Postal Code (ZIP +4)	5d. E-Mail Address		
5e. Country (if not United States)		6. Current Home Phone (include Area Code)	6a. Current Work Phone (include Area Code)		
7. Permanent Address (include apartment number, if any)					
7a. Permanent City		7b. State (2 Letters)	7c. ZIP/Postal Code (ZIP +4)		
7d. Permanent Country (if not United States)		7e. Permanent Home Phone (include Area Code)			
8. Indicate Title, Position or Program you are applying for.		Job Announcement Number	9. Lowest Acceptable Annual Salary Or Grade Level		
<div>10. Are you available for: (Select all appropriate) <input type="radio"/> Full-Time? <input type="radio"/> Shift Work? <input type="radio"/> Temporary/Part-Time? <input type="radio"/> Flexible Work Schedule? <input type="radio"/> Overtime? <input type="radio"/> World Wide Assignment?</div>		<div>11. Are you a U.S. Citizen? <input checked="" type="radio"/> Y <input type="radio"/> N Is your spouse/cohabitant a U.S. Citizen? <input checked="" type="radio"/> Y <input type="radio"/> N If "NO", enter the country of his/her citizenship.</div> <div>12. If you are a male born after December 31, 1959, have you registered with the Selective Service? <input checked="" type="radio"/> Y <input type="radio"/> N</div> <div>13. Veteran's Preference <input type="radio"/> No Preference <input type="radio"/> 5-Point Preference <input type="radio"/> 10-Point Preference</div>			
<div>14. Were you ever employed as a civilian by the Federal Government? If "YES" mark all that apply. <input type="radio"/> Temporar <input type="radio"/> Career-Conditiona <input type="radio"/> Career <input type="radio"/> Excepted Do you receive, or have you ever applied for retirement pay, pension or other pay based on military, Federal civilian, or District of Columbia Government service? <input checked="" type="radio"/> Y <input type="radio"/> N</div>		<div>15. Do you have a relative working for the Agency for which you are applying? If "YES", give details on Page 5. <input checked="" type="radio"/> Y <input type="radio"/> N</div> <div>16. Highest Education Level Completed <input type="radio"/> 10 <input type="radio"/> College: 2 <input type="radio"/> Graduate Studies <input type="radio"/> 11 <input type="radio"/> College: 3 <input type="radio"/> Masters <input type="radio"/> 12/GED <input type="radio"/> College: 4 <input type="radio"/> Professional Degree <input type="radio"/> Vo/Tech Prog. <input type="radio"/> College: AA <input type="radio"/> JD/other law degree <input type="radio"/> College: 1 <input type="radio"/> College: BA/BS <input type="radio"/> Doctorate</div> <div>17. Current Student Status <input type="radio"/> Full-Time Student <input type="radio"/> Part-Time Student <input type="radio"/> Not a Student</div>			
18. High School Name		City, State, ZIP Code	Date of Diploma/GED (mm-yyyy)		
19. Undergraduate Institution		Date of Degree (mm-yyyy)	20. Graduate Institution	Date of Degree (mm-yyyy)	
City, State, ZIP Code, Country (if not U.S.)		Grade Point Avg. (on 4.0 scale)	City, State, ZIP Code, Country (if not U.S.)		Grade Point Avg. (on 4.0 scale)
Major Minor		Number of credit hours completed	Major Minor		Number of credit hours completed
Date From (mm-yyyy) Date To (mm-yyyy)		<input type="radio"/> Quarter hours completed <input type="radio"/> Semester hours completed	Date From (mm-yyyy) Date To (mm-yyyy)		<input type="radio"/> Quarter hours completed <input type="radio"/> Semester hours completed
21. Do you have or have you had a Security Clearance? <input checked="" type="radio"/> Y <input type="radio"/> N If "YES", what type of clearance and who issued the clearance?		22. First Foreign Language Proficiency (See Codes Page 2)		Second Foreign Language Proficiency (See Codes Page 2)	
23. List any special skills (e.g. computer), experiences, current licenses, honors, awards, special accomplishments, and/or training (with date completed) relating to the position for which you are applying. Continue on Page 5, if necessary.		Speaking Proficiency Reading Proficiency		Speaking Proficiency Reading Proficiency	
		<div>S <input type="text"/></div>		<div>S <input type="text"/></div>	
		24. Original Signature (SIGN IN INK) I certify that all of the information on and attached to this application is true, correct, complete, and made in good faith.			
		25. Date Signed (mm-dd-yyyy)			

*The response time is an estimated average including the time needed to look for, get and provide the information required. You do not have to provide the information requested if the OMB approval has expired. We would appreciate any comments on the estimated responses and cost burdens, and recommendations for reducing them. Please send your comments to A/RPS/DIR, U.S. Department of State, Washington, DC 20520.

U.S. Department of State
Application for Employment (Con't)

Social Security Number		Last Name			
Experience Block <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px auto;"></div>	Type of Experience <input type="radio"/> Paid <input type="radio"/> Unpaid <input type="radio"/> Unemployed <input type="radio"/> Education	Full-Time/Part-Time <input type="radio"/> Full-Time <input type="radio"/> Part-Time If P/T, hours per week <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div>	Exact Title of Your Job <div style="border: 1px solid black; width: 200px; height: 40px; margin: 5px auto;"></div> Date From (mm-dd-yyyy) _____	Starting Salary _____ per <input type="radio"/> Hr <input type="radio"/> Wk <input type="radio"/> Mo <input type="radio"/> Yr	Ending Salary _____ per <input type="radio"/> Hr <input type="radio"/> Wk <input type="radio"/> Mo <input type="radio"/> Yr Date To (mm-dd-yyyy) _____
Employer's Name and Address (include ZIP Code, if known)			If Federal employment, civilian or military, list series, grade or rank, and if promoted in this job, indicate the date of your last promotion. Supervisor's Name, Area Code and Telephone Number		
Describe your duties and accomplishments (include any knowledge, skills, and abilities listed in the vacancy announcement that you have gained from this work experience).					

Experience Block <div style="border: 1px solid black; width: 40px; height: 40px; margin: 5px auto;"></div>	Type of Experience <input type="radio"/> Paid <input type="radio"/> Unpaid <input type="radio"/> Unemployed <input type="radio"/> Education	Full-Time/Part-Time <input type="radio"/> Full-Time <input type="radio"/> Part-Time If P/T, hours per week <div style="border: 1px solid black; width: 40px; height: 20px; margin: 5px auto;"></div>	Exact Title of Your Job <div style="border: 1px solid black; width: 200px; height: 40px; margin: 5px auto;"></div> Date From (mm-dd-yyyy) _____	Starting Salary _____ per <input type="radio"/> Hr <input type="radio"/> Wk <input type="radio"/> Mo <input type="radio"/> Yr	Ending Salary _____ per <input type="radio"/> Hr <input type="radio"/> Wk <input type="radio"/> Mo <input type="radio"/> Yr Date To (mm-dd-yyyy) _____
Employer's Name and Address (include ZIP Code, if known)			If Federal employment, civilian or military, list series, grade or rank, and if promoted in this job, indicate the date of your last promotion. Supervisor's Name, Area Code and Telephone Number		
Describe your duties and accomplishments (include any knowledge, skills, and abilities listed in the vacancy announcement that you have gained from this work experience).					

Application for Employment (Con't)

Social Security Number		Last Name			
Experience Block <div style="border: 1px solid black; width: 40px; height: 40px; margin: 10px auto;"></div>	Type of Experience	Full-Time/Part-Time	Exact Title of Your Job	Starting Salary	Ending Salary
	<input type="radio"/> Paid	<input type="radio"/> Full-Time		_____	_____
	<input type="radio"/> Unpaid	<input type="radio"/> Part-Time If P/T, hours per week		_____	_____
	<input type="radio"/> Unemployed	<div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div>		_____	_____
<input type="radio"/> Education			Date From (mm-dd-yyyy)	To	Date To (mm-dd-yyyy)
			If present experience, darken circle and leave "Date To" blank. <input type="radio"/> Present		
Employer's Name and Address (include ZIP Code, if known)				If Federal employment, civilian or military, list series, grade or rank, and if promoted in this job, indicate the date of your last promotion.	
				Supervisor's Name, Area Code and Telephone Number	
Describe your duties and accomplishments (include any knowledge, skills, and abilities listed in the vacancy announcement that you have gained from this work experience).					
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Continued Items from Page 3</div> <div><div style="display: inline-block; width: 48%; vertical-align: top;">Item 15 continued. Include: <i>father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.</i></div><div style="display: inline-block; width: 48%; vertical-align: top;">Items 19 & 20 continued. Other schools and/or certificate programs where degrees were received or vocational, technical or armed forces schools where certificates were received and not listed in blocks #19 or 20. Include all information as requested in blocks #19 & 20.</div></div>					
Name		Relationship			
Item 22 continued.					
Language	Speaking Proficiency	Reading Proficiency			
Item 23 continued. List special skills, awards, accomplishments and/or training .					
AUTHORIZATION TO FURNISH INFORMATION I hereby authorize the Department of State to furnish to any organization or individual who is a potential funding source or organization all the information I have furnished on this form, any official financial aid statement from any college or university, and any other information I have provided with respect to my application for an internship with the Department of State. <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;">_____ <i>Signature</i></div><div style="width: 45%; text-align: center;">_____ <i>Date (mm-dd-yyyy)</i></div></div>					

U.S. Department of State
Application for Employment (Con't)
Employment Data

General instructions: The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pen. Be sure to read each item thoroughly before completing this form.

<input type="radio"/> Mr. 1. Name (<i>Last, First, Middle</i>) <input type="radio"/> Mrs. <input type="radio"/> Ms. _____							
2. Social Security Number _____	3. Position for which you are applying _____						
4. Job Announcement Number _____	5(a). Is this a Student Program position? <input type="radio"/> Y <input type="radio"/> N (b). If "YES", do you intend to enroll or continue to be enrolled in a college or university immediately after completing the program? <input type="radio"/> Y <input type="radio"/> N						
6. Have you ever taken the Foreign Service Officer Examination? <input type="radio"/> Y <input type="radio"/> N	7. Race and Ethnicity Identification (Voluntary). The race and ethnic categories for federal statistics and administrative reporting are defined below. Please identify yourself in terms of one or more of the following categories by filling in the appropriate circle(s). <table style="width: 100%;"><tr><td><input type="radio"/> (1) American Indian or Alaska Native.</td><td><input type="radio"/> (4) Hispanic or Latino</td></tr><tr><td><input type="radio"/> (2) Asian</td><td><input type="radio"/> (5) Native Hawaiian or Other Pacific Islander</td></tr><tr><td><input type="radio"/> (3) Black, or African American</td><td><input type="radio"/> (6) White</td></tr></table>	<input type="radio"/> (1) American Indian or Alaska Native.	<input type="radio"/> (4) Hispanic or Latino	<input type="radio"/> (2) Asian	<input type="radio"/> (5) Native Hawaiian or Other Pacific Islander	<input type="radio"/> (3) Black, or African American	<input type="radio"/> (6) White
<input type="radio"/> (1) American Indian or Alaska Native.	<input type="radio"/> (4) Hispanic or Latino						
<input type="radio"/> (2) Asian	<input type="radio"/> (5) Native Hawaiian or Other Pacific Islander						
<input type="radio"/> (3) Black, or African American	<input type="radio"/> (6) White						

Note: Race is defined by the Equal Employment Opportunity Commission as follows:

- | | |
|--|---|
| 1. American Indian or Alaska Native | A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment. |
| 2. Asian | A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. |
| 3. Black, or African American | A person having origins in any of the black racial groups of Africa. This category includes terms such as "Haitian" or "Negro" as well as "Black or African American." |
| 4. Hispanic or Latino | A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. This category includes the term "Spanish origin," as well as "Hispanic or Latino." |
| 5. Native Hawaiian or Other Pacific Islander | A person having origins in any of the original peoples of a Hawaii, Guam, Samoa, or other Pacific Islands. |
| 6. White | A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. |

8. Do you have a Disability? (Voluntary). ☐ Y ☐ N Self-identification of disability status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only. While self-identification is voluntary, your cooperation in providing accurate information is critical. (see Page 7 for codes)

Definition of a Disability: A person is disabled if he or she has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Those disabilities that are to be reported are listed on page 7. In the case of multiple impairments, choose the code which describes the impairment that would result in the most substantial limitation on this job.

9. If employed, describe Field of Work. (Mark the appropriate circle(s)) <table style="width: 100%;"><tr><td><input type="radio"/> Administrative/Management</td><td><input type="radio"/> Media/Journalism</td></tr><tr><td><input type="radio"/> Economics/Marketing</td><td><input type="radio"/> Fine Arts</td></tr><tr><td><input type="radio"/> Banking/Finance</td><td><input type="radio"/> Scientific/Technical</td></tr><tr><td><input type="radio"/> International Trade</td><td><input type="radio"/> Clerical and Related</td></tr><tr><td><input type="radio"/> Law</td><td><input type="radio"/> Sales/Service</td></tr><tr><td><input type="radio"/> Teaching</td><td><input type="radio"/> Military</td></tr><tr><td><input type="radio"/> Federal Government</td><td><input type="radio"/> Other</td></tr><tr><td><input type="radio"/> Foreign Affairs</td><td></td></tr></table> <p style="text-align: center;">_____ (Please specify)</p>	<input type="radio"/> Administrative/Management	<input type="radio"/> Media/Journalism	<input type="radio"/> Economics/Marketing	<input type="radio"/> Fine Arts	<input type="radio"/> Banking/Finance	<input type="radio"/> Scientific/Technical	<input type="radio"/> International Trade	<input type="radio"/> Clerical and Related	<input type="radio"/> Law	<input type="radio"/> Sales/Service	<input type="radio"/> Teaching	<input type="radio"/> Military	<input type="radio"/> Federal Government	<input type="radio"/> Other	<input type="radio"/> Foreign Affairs		10. Years of Full-Time Work Experience 	11. Years of Overseas Experience
<input type="radio"/> Administrative/Management	<input type="radio"/> Media/Journalism																	
<input type="radio"/> Economics/Marketing	<input type="radio"/> Fine Arts																	
<input type="radio"/> Banking/Finance	<input type="radio"/> Scientific/Technical																	
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<input type="radio"/> Federal Government	<input type="radio"/> Other																	
<input type="radio"/> Foreign Affairs																		
12. Overseas Experience <table style="width: 100%;"><tr><td><input type="radio"/> Student</td><td><input type="radio"/> Military</td></tr><tr><td><input type="radio"/> Dependent</td><td><input type="radio"/> Government</td></tr><tr><td><input type="radio"/> Peace Corps</td><td><input type="radio"/> Other</td></tr></table> <p style="text-align: center;">_____ (Please specify)</p>			<input type="radio"/> Student	<input type="radio"/> Military	<input type="radio"/> Dependent	<input type="radio"/> Government	<input type="radio"/> Peace Corps	<input type="radio"/> Other										
<input type="radio"/> Student	<input type="radio"/> Military																	
<input type="radio"/> Dependent	<input type="radio"/> Government																	
<input type="radio"/> Peace Corps	<input type="radio"/> Other																	

13. How did you learn about the job for which you are applying? (You may select up to 3 choices)
- | | | |
|--|---|--|
| <input type="radio"/> Private Information Service | <input type="radio"/> Poster | <input type="radio"/> Federal, State or Local Job Information Center |
| <input type="radio"/> Magazine | <input type="radio"/> Private Employment Office | <input type="radio"/> Religious organization |
| <input type="radio"/> Newspaper | <input type="radio"/> State Employment Office (Job Service) | <input type="radio"/> School or College Counselor or other official |
| <input type="radio"/> Radio | <input type="radio"/> Agency Personnel Dept. (Bulletin Board or Other Announcement) | <input type="radio"/> Friend or Relative Working for Agency |
| <input type="radio"/> TV | <input type="radio"/> Agency or other Federal Government Recruitment at School or College | <input type="radio"/> Friend or Relative not Working for Agency |
| <input type="radio"/> Other (Please specify) _____ | | |

U.S. Department of State

Application for Employment (Con't)

Employment Data Self-Identification of Disability

<p>01. I do not wish to identify my disability.</p> <p>05. I do not have a disability.</p> <p>06. I have a disability but it is not listed below.</p> <p>SPEECH IMPAIRMENTS</p> <p>13. Severe speech malfunction or inability to speak; hearing is normal (Example: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryneectomy [removal of the "voice box"])</p> <p>HEARING IMPAIRMENTS</p> <p>15. Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)</p> <p>16. Total deafness in both ears, with understandable speech</p> <p>17. Total deafness in both ears, and unable to speak clearly.</p> <p>VISION IMPAIRMENTS</p> <p>22. Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to extent that mobility is affected -"Tunnel vision")</p> <p>23. Inability to read ordinary size print, not correctable by glasses (Can read oversized print or use assisting devices such as glass or projector modifier)</p> <p>24. Blind in one eye</p> <p>25. Blind in both eyes (No usable vision, but may have some light perception)</p> <p>MISSING EXTREMITIES</p> <p>27. One hand</p> <p>28. One arm</p> <p>29. One foot</p> <p>32. One leg</p> <p>33. Both hands or arms</p> <p>34. Both feet or legs</p> <p>35. One hand or arm and one foot or leg</p> <p>36. One hand or arm and both feet or legs</p> <p>37. Both hands or arms and one foot or leg</p> <p>38. Both hands or arms and both feet or legs.</p> <p>NONPARALYTIC ORTHOPEDIC IMPAIRMENTS (Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)</p> <table style="width: 100%;"> <tr> <td>44. One or both hands</td> <td>47. One or both legs</td> </tr> <tr> <td>45. One or both feet</td> <td>48. Hip or pelvis</td> </tr> <tr> <td>46. One or both arms</td> <td>49. Back</td> </tr> <tr> <td colspan="2">57. Any combination or two or more parts of the body</td> </tr> </table> <p>PARTIAL PARALYSIS (Because of brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)</p> <table style="width: 100%;"> <tr> <td>61. One hand</td> <td>64. Both hands</td> </tr> <tr> <td>62. One arm, any part</td> <td>65. Both legs, any part</td> </tr> <tr> <td>63. One leg, any part</td> <td>66. Both arms, any part</td> </tr> </table>	44. One or both hands	47. One or both legs	45. One or both feet	48. Hip or pelvis	46. One or both arms	49. Back	57. Any combination or two or more parts of the body		61. One hand	64. Both hands	62. One arm, any part	65. Both legs, any part	63. One leg, any part	66. Both arms, any part	<table style="width: 100%;"> <tr> <td>67. One side of body, including one arm and one leg</td> <td>68. Three or more major major parts of the body (arms and legs)</td> </tr> </table> <p>COMPLETE PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)</p> <table style="width: 100%;"> <tr> <td>70. One hand</td> <td>76. Lower half of body, including legs.</td> </tr> <tr> <td>71. Both hands</td> <td>77. One side of body, including one arm and one leg.</td> </tr> <tr> <td>72. One arm</td> <td>78. Three or more major parts of the body (arms and legs)</td> </tr> <tr> <td>73. Both arms</td> <td></td> </tr> <tr> <td>74. One leg</td> <td></td> </tr> <tr> <td>75. Both legs</td> <td></td> </tr> </table> <p>OTHER IMPAIRMENTS</p> <p>80. Heart disease with no restriction or limitation of activity (History or heart problems with complete recovery)</p> <p>81. Heart disease with restriction or limitation of activity</p> <p>82. Convulsive disorder (e.g., epilepsy)</p> <p>83. Blood diseases (e.g., sickle cell anemia, leukemia, hemophilia)</p> <p>84. Diabetes</p> <p>86. Pulmonary respiratory disorders (e.g., tuberculosis, emphysema, asthma)</p> <p>87. Kidney dysfunctioning (e.g., if dialysis [Use of an artificial kidney machine] is required)</p> <p>88. Cancer-a history of cancer with complete recovery</p> <p>89. Cancer-under surgical and/or medical treatment</p> <p>90. Mental retardation (A chronic and lifelong condition involving a limited ability to learn to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A</p> <p>91. Mental or emotional illness (A history of treatment for mental or emotional problems.</p> <p>92. Severe distortion of limbs and/or spine (e.g., dwarfism, kyphosis [severe distortion of back])</p> <p>93. Disfigurement of face, hands, or feet (e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc])</p> <p>94. Learning disability (A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts [spoken or written]; e.g., dyslexia).</p>	67. One side of body, including one arm and one leg	68. Three or more major major parts of the body (arms and legs)	70. One hand	76. Lower half of body, including legs.	71. Both hands	77. One side of body, including one arm and one leg.	72. One arm	78. Three or more major parts of the body (arms and legs)	73. Both arms		74. One leg		75. Both legs	
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